



## Task Management

Task management improves project workflow. Users can easily create a task, assign the task to an individual or multiple people, and select a due date. Once a task has been assigned, the status of tasks appears in the activity stream of the person assigning the task, as well as the individual who received the task. The status of tasks can be changed when completed.

## Move Tray

With a mobile first design, users can easily drag and drop files across multiple kiteworks folders or enterprise content sources. The Move Tray also allows users to share files from multiple folders and sources in a single email, temporarily store files for quick access, and re-organize content.

## File Lock/Unlock

Users can lock and unlock files to prevent editing conflicts. Files can only be unlocked by the user who locks them or by the folder Owner and Manager. Locked files can be downloaded, commented on, and viewed, but only deleted or updated by the person who locked the file or by folder Owner or Manager.

## Comments

Enterprise collaboration is improved when stakeholders can comment on files they are working on. All users can view, add, edit or remove comments to files posted in a folder.

## Notifications

Soliciting feedback is an important part of any project. Users can subscribe to receive notifications when files have been added or removed, and comments have been made.

## Track File Versions

Tracking each file version makes file management easy and kiteworks displays all versions of files added to folders. A newly uploaded file that has the same name as an existing file is automatically considered the latest version. Users can also add a "new version" of a file even if the file has a different name.

## File Synchronization

The kiteworks solution offers continuous and on-demand file synchronization. The system includes conflict resolution. When a potential conflict occurs, the user can decide whether to upload the existing document, download the new document, or "Pause Sync" to decide what to do next.

## Search

The number of files and folders uploaded can become unwieldy. With the kiteworks solution, users can quickly search for the file or folder required to move forward on projects.

## Secure File Transfer

File sharing is improved when users can securely share files of any size. kiteworks secure file sharing can help organizations replace legacy FTP systems and send very large files – effectively no limit on file size.

## Mobile Access

The kiteworks mobile app for Apple iOS and Android allows mobile users to securely create, edit, view and collaborate on Microsoft Word, Excel and PowerPoint files within the kiteworks' secure container. Only kiteworks offers integrated mobile productivity, while including IT controls to ensure data security and compliance.

## Robust Administrative Interface

The kiteworks admin interface includes interactive dashboards and system health alerts to help admins manage, configure and deploy the system. Admins can quickly manage users and content, set storage quotas, create file and folder retention policies, enable LDAP Groups, remotely wipe content, and enable client applications.

## Related Resources



Datasheet:  
Solution Overview



Analyst Report:  
Gartner MarketScope



Case Study:  
MiTek

## About Accellion

Accellion, Inc. is an award-winning private company that provides mobile solutions to enterprise organizations to enable increased business productivity while ensuring security and compliance. As the leading provider of private cloud solutions for secure file sharing, Accellion offers enterprise organizations the scalability, flexibility, control and security to enable a mobile workforce with the tools they need to create, access and share information securely, wherever work takes them. More than 12 million users and 2,000 of the world's leading corporations and government agencies including Procter & Gamble; Indiana University Health; Kaiser Permanente; Lovells; Bridgestone; Ogilvy & Mather; Harvard University; Guinness World Records; US Securities and Exchange Commission; and NASA use Accellion solutions to increase business productivity, protect intellectual property, ensure compliance and reduce IT costs.

ACC-DS-KFS-0114 © Accellion, Inc. All rights reserved

Email: [sales@accellion.com](mailto:sales@accellion.com)  
Phone: +1 650 485 4300

Accellion, Inc.  
1804 Embarcadero Road  
Palo Alto, CA 94303



For additional information: [www.accellion.com/kiteworks](http://www.accellion.com/kiteworks)

Accellion